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MEMORANDUM OF CONVERSATION HELD 14 JANUARY 1953

SUBJECT: Examination of Intelligence Publications

PARTICIPANTS:

Mr. James Heber, OIC

1. Four questions posed in a memorandum of 5 January on the above subject from OIC to the offices represented were discussed:

a. There seemed to be general agreement that the production offices (chiefly ORR and OSI, and to a lesser extent OCI and ONE) and General Services would mutually profit by an increase in their mutual understandings of production and reproduction problems. To this end, General Services undertook to submit to the offices specific statements of critical repetitive reproduction problems involving seemingly undue costs in dollars or personnel. General Services will also separate from the facts on processing intelligence publications the facts on reproduction of raw intelligence information, administrative material, and printed matter for operational use.

b. The production offices and OCD undertook to review current dissemination and supplemental distribution critically, with a view to reducing both. The notion that "a few more copies don't increase the burden" was believed to create over the years unnecessarily large reproduction, resulting in costs which must include the overload costs of handling and storing any classified document.

c. There was a possibility that some weeklies might well be monthlies, that some reports [redacted] might be issued as a unit rather than in serial, and that some production currently printed might be issued typed.

d. There was the suggestion that control of production might be enhanced by testing proposed production for its relevance to such agreed programs as the NIE schedule. That which is not relevant to NIE's could be assessed against the agreed needs of valid consumers. With regard to the remainder, there might be serious doubt of the validity of formal production and reason to require alternative presentation: oral, manuscript, or file.

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e. It was thought desirable that producing offices continue to explore their consumers' reaction. The use of questionnaires was recognized to have limitations but some utility. OIC undertook to assist the offices in developing techniques and methods for obtaining customer reaction.

f. OCD will review the [redacted] projects and the possibilities of reducing CIA's responsibilities therefor.

2. It was made clear from the exchange of views by the representatives that positive criteria by which to judge the scope of intelligence production were elusive. While the economics of dollars and personnel are important, it was felt that the substantive critical judgment of the need for production and publication is vital.

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cc: DD/A
DD/I

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OIC [redacted] (19 Jan 53)

Distribution:
1 - each member present
2 - OIC File